

Chapter 1 Concepts

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OVERVIEW

Database Archive Process

The Database Archive Process will physically remove requisitions, solicitations, orders, and contracts from the databases and write them to an archive file for future reference. In performing this process, space occupied by these records is released for re-use by new records thereby reducing the amount of disk space required to operate and maintain the system. Requisitions, solicitations, orders, or contracts may be archived that are two year old or greater; as of a specific cutoff date; or if a cutoff date is specified, by specific document types within a file.

Terminology

The following terms are used throughout this unit:

Cutoff Date Parameter. This term is used to refer to a date parameter used for record selection in the archive process. The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when the archive program is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the “cutoff date” for record selection. Otherwise, the specific date stated in the system parameter for the archive program will be used as the cutoff date. The cutoff date is then used to initially select order records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

Document Type. This term is used to refer to the transaction document type. In archive of certain databases, the capability exists to archived based on specific document types. Up to five requisition transaction document types may be identified for specific archiving of records. If this type of processing is desired, the Systems Administrator must identify the “specific” three character document types to be archived. **IF A SPECIFIC CUTOFF DATE IS NOT USED, THIS PROCESS CANNOT BE USED.**

Related Records. This term is used to refer to those record(s) related to the header (parent) record selected for archive. When the parent record is archived, all related records will also be archived.

Status Code. This term is used to refer to the record status. For most databases the record must be at a status suitable for archive. The status code in addition to cutoff date and document type may be used for record selection.

Key Concepts

Overview	Database archive is a process that will physically remove records (for example, requisitions, solicitations, orders, contracts, vendors, text records and history records) from the databases and put them in an archive file for future reference. It is important for controlling the amount of disk space used to operate and maintain the system.
Parameters	The parameters used in the database archive process include two years or older, a specific cutoff date, or by specific document types (if a cutoff date is specified).
Order of Processing	<p>The archive programs may be used together or separately. The database archive process occurs in a specific order to preclude records not suitable for archive from being archived. All records archived are removed in sets or logical families. That is, a requisition is not archived until all orders resulting from the requisition are closed and ready to be archived. The order of archiving is as follows:</p> <ol style="list-style-type: none">1. Order2. Contract3. Requisition4. Solicitation5. Commodity6. Agency Approver (BAPV)7. Agency (AGCY)8. Agency Address (AADR)9. Text10. Vendor